

505 KAR 2:100. Training and staff development.

RELATES TO: KRS 15A.210-15A.240

STATUTORY AUTHORITY: KRS 15A.210

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15A.210 mandates that the Department of Juvenile Justice issue administrative regulations governing juvenile detention centers and juvenile holding facilities.

Section 1. For the purposes of this administrative regulation:

(1) "Administrative-management personnel" includes superintendents, deputy or assistant superintendents, business managers, personnel directors, youth care supervisors and shift supervisors;

(2) "Clerical support employee" is defined as an employee who has minimum contact with juveniles including, but not limited to, secretaries, clerks, typists, computer and warehouse personnel, accountants and personnel staff;

(3) "Professional specialist" includes, but is not limited to case managers, counselors, social workers, psychologists, teachers, librarians, medical personnel, chaplains, and recreation specialists;

(4) "Support employee" is defined as an employee who has regular or daily contact with juveniles including, but not limited to food, service, industry work supervisors, farm work supervisors, maintenance work supervisors;

(5) "Training" is defined as an organized, planned and evaluated activity designed to achieve specific learning objectives;

(6) "Youth care and supervision staff" is defined as all staff assigned to full-time youth care or supervision duties.

Section 2. (1) The facility shall adopt and enforce written policies and procedures which:

(a) Provide that the facility's training program for all employees is planned, coordinated and implemented by a qualified employee at the supervisory level who has completed forty (40) hours of training as a trainer. The program shall be reviewed annually;

(b) Provide that all training programs are presented by persons who are qualified in the areas in which they are conducting training;

(c) Provide that all new full-time employees, who have youth care responsibilities, shall receive forty (40) hours of orientation and training before being independently assigned to a particular job. This orientation and training shall include, at a minimum, orientation to the purpose, goals, policies and procedures of the institution and parent agency; working conditions and regulations; responsibilities and rights of employees; and an overview of the juvenile justice and correctional field. Depending upon the employee and the requirements of the particular job, the orientation and training may include some preparatory instruction related to the particular job. There shall be provisions for acknowledging and giving credit for prior training received;

(d) Provide that all clerical and support employees who have minimal contact with juveniles receive an additional sixteen (16) hours of training during the first year of employment and sixteen (16) hours of training each year thereafter;

(e) Provide that all support employees who have regular or daily juvenile contact receive an additional forty (40) hours of training during their first year of employment and forty (40) hours of training each subsequent year of employment;

(f) Provide that all professional specialist employees who have juvenile contact receive an additional forty (40) hours of training during their first year of employment, and forty (40) hours of training each subsequent year of employment;

(g) Provide that all new youth care and supervision staff receive an additional forty (40) hours of training during their first year of employment and forty (40) hours of training each subsequent year of employment. At a minimum, this training shall cover the following areas:

1. Security procedures;
2. Supervision of juveniles;
3. Use of force regulations and restraint techniques;
4. Report writing;
5. Juvenile rules and regulations;
6. Rights and responsibilities of juveniles;
7. Fire and emergency safety procedures;
8. Key control;
9. Interpersonal relations;
10. Social and cultural lifestyles of the juvenile population;
11. Youth growth and development;
12. Communication skills;
13. First aid;
14. Cardiopulmonary resuscitation; and
15. Suicide precautions and behavioral management techniques.

(h) Provide that all administrative and managerial staff, except elected jailers, receive forty (40) hours of training during their first year of employment, and forty (40) hours of training each subsequent year of employment. This training shall cover the following areas, at a minimum:

1. General management and related subjects;
2. Labor law;
3. Employee-management relations;
4. The interaction of elements of the criminal and juvenile justice systems; and
5. Relationships with other service agencies.

(2) Where there is a full-time training director, there shall be an advisory training committee composed of the training director and a representative of each department.

(3) All part-time staff and volunteers working less than forty (40) hours per week shall receive training appropriate to their assignments, volunteers working the same schedule as full-time, paid staff receive the same training as full-time staff.

(4) Personnel who work with juveniles confined separately from the total population shall receive specialized training.

(5) Training may occur on-site, at an academy or training center, at an institution of higher learning, through contract service, at professional meetings, or through closely supervised on-the-job training which includes staff meetings at the facility. (26 Ky.R. 1285; Am. 1549; eff. 2-14-2000.)